



## City Approved Spelling List

Correct	Incorrect	Acronym
amphitheater	amphitheatre	
sheriff	sherriff	
webpage, website	web page, web site	
Council Member	Councilmember	
Right-of-way (singular) Rights-of-way (Plural)	Right of way, Right of ways, Right-of-ways	ROW
cont. (abbreviation for continued)	con't	
City, Staff (use capital at the beginning)		
Cancelled	Canceled	
Citizen Response Center (no 's)	Citizen's Response Center	
District 1, 2, 3, and 4	District I, II, III, and IV	

- Serial Commas - Use serial commas at the end of a series of items. Ex. houses, trailers and boats. Please do not use a comma before the final item in the list.
- Months – Always capitalize. Spell out all months unless it is used with a date.
- Abbreviate addresses with St., Rd. Hwy., Pkwy., Ave., Pl., Cir., Ln.
- Numbers in Addresses – spelling out and capitalizing First through Ninth when used as street names and using figures with two letters for 10th and above: Ex. 7 Fifth Ave., 100 21st St.
- Percent one word, spelled out. Symbol (%) may be used in tables and lists of figures. Always use numerals with percents: 100 percent, 5 percent, 26 percent.
- Dimensions – When writing about height, weight or other dimensions, use figures and spell out words such as fee, miles, etc.
- Miles – Use figures for distances greater than 10. For any distances lower than 10, spell out the distance: five miles vs 500 miles.
- Time – Spell out “noon” and “midnight.” Use a colon to separate hours from minutes, but do not use :00. Examples: 1 p.m., 3:30 a.m.
- Punctuation – Use a single space after a period.
- Punctuation – Commas and periods go within quotations marks.
- Acronyms – When using an acronym, identify the meaning of the acronym the first time it is used. After the acronym is identified, include the acronym in parenthesis. Ex. The Regional Transportation District (RTD) publishes a quarterly bus schedule. The schedule can be found on the RTD website

*\*\* Send us your suggestions and we will continue to update this list.*

Updated 12/29/2015